

## FOR YOUR INFORMATION

### ESCROW MONEY:

Per Franklin County Commission Order 02-026: At the time a permit is paid for, cash or separate check will be required by the department. This amount is not part of the permit fee but will be deposited in a separate account until which time the Occupancy Inspection has been completed for that permit. This money will be returned to you or your contractor (whomever sent the original check) within one month after the Occupancy Inspection has been completed. The permit is valid for one year and must be kept active in order to receive your escrow money back. Approximately one month before the expiration date of your permit, you will receive a notice advising you of such. At that time, you may call for and obtain a passed Occupancy Inspection or renew the permit for three months by paying (1/8) one-eighth of the original permit fee, renew the permit for six months by paying (1/4) one-fourth of the original fee, for nine months by paying (3/8) three-eighths of the original fee or pay (1/2) one-half of the original fee for an additional twelve months prior to the expiration date.

If neither of the above is addressed, the escrow money will be transferred to the Franklin County General Fund.

If the permit has expired and has not been renewed or an Occupancy Inspection completed, your options are as follows: If you just have the Occupancy Inspection to do, you may pay \$50.00 for that one-time inspection. If you have more than the (one) Occupancy Inspection to complete, you can renew the permit for three months by paying (1/8) one-eighth of the original permit fee, renew the permit for six months by paying (1/4) one-fourth of the original fee, for nine months by paying (3/8) three-eighths of the original fee or pay (1/2) one-half of the original fee for an additional twelve months. HOWEVER, THE ESCROW FEE WILL HAVE BEEN FORFEITED because action was not taken prior to expiration of the permit.

Per Franklin County Commission Order 07-340, dated November 27, 2007: An escrow amount of \$200.00 will be required when an "On-Site Sewer Permit "is issued and it will be returned after the Occupancy Inspection has been performed and passed providing the permit is still valid. Septic Permit are valid for six months only. They may be renewed for six months for one-half the cost of the permit. Note: Lagoons and Mound Systems must be seeded and strawed in order to pass an Occupancy Inspection.

### EXEMPTIONS TO THE ABOVE:

Per Commission Order 03-255: On residential and non-residential permits where the permit fee exceeds \$1500.00, the permit will be valid for 18 months instead of 12 months. On residential permits only, where the permit fee exceeds \$1500.00, the escrow will be \$500.00 instead of \$350.00. If these permits need to be extended, you may do so by paying 1/8, 1/4, 3/8, or 1/2 as described above.

Any permit issued to a government entity may be extended for a like term without any additional fee.

**EXPIRED UNFINAL PERMITS:**

Per Commission Order 02-026: In no event shall another building permit be issued on a given building or structure on a parcel of land that has an inactive permit which has not obtained a passed Occupancy Inspection on that parcel of land. Example: If you have a permit for a residence, etc. but have not had a passing Occupancy Inspection on that project, and you wish to apply for a permit to build a detached garage, etc. on the same piece of property.... We will not be able to issue the new permit until the old project has passed an Occupancy Inspection.

**REASONS TO OBTAIN OCCUPANCY INSPECTIONS:**

1. As noted above, no other permit can be issued on that tract of land until any other permits issued for that property have passed an Occupancy Inspection.
2. Liability to the property owner.
3. To keep the Escrow money from being forfeited by you and transferred to the Franklin County General Fund.
4. There is no assurance that all corrections have been made unless an Occupancy Inspection has been completed.
5. In some cases, if a structure is damaged or destroyed by fire, fire investigators will research our files for information on the property.
6. If the property is put up for sale and the purchaser or their agent inquires about inspections completed on the project and no Occupancy Inspection has been done, problems may arise. It is the property owner's responsibility to see that all inspections have been completed.

SPECIAL ATTENTION FOR THOSE PERMIT HOLDERS REGARDING THE ESCROW MONEY IF YOU HAVE AN EXISTING RESIDENCE OR MANUFACTURED HOME ON THE PROPERTY THAT IS BEING REPLACED WITH A NEW ONE:

YOU MUST OBTAIN A PADDES OCCUPANCY INSPECTION PRIOR TO THE EXPIRATION DATE OF YOUR PERMIT OR YOU WILL FORFEIT YOUR ESCROW MONEY.

AFTER THE PASSED OCCUPANCY INSPECTION, WE WILL REFER YOUR FILE TO THE PLANNING AND ZONING DEPARTMENT. WHEN WE ARE NOTIFIED THAT THE PREVIOUSLY OCCUPIED MH/RESIDENCE HAS BEEN REMOVED, WE WILL RETURN THE ESCROW MONEY TO YOU.